 NORFOLK Department of Police	Operational General Order - 452: Family Violence		
	Office of Preparation: Office of Support Services (mar)		
	CALEA: 55.2.1, 55.2.2, 55.2.3		
LEGAL REVIEW DATE:		PRESCRIBED DATE:	03.26.18
City Attorney:	<i>[Signature]</i> 3/14/18	City Manager/Director of Public Safety:	<i>[Signature]</i> 3/14/18
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose:

The purpose of this order is to provide policy, procedures, and guidelines for law enforcement in domestic violence situations.

Policy:

Norfolk Police Department personnel responding to a domestic disturbance will, with due regard for their own safety: (1) end the conflict; (2) provide medical assistance; (3) upon probable cause arrest or secure warrant for person(s) determined to be the predominant physical aggressor who committed assault and battery against family or household members; (4) provide information regarding available legal and community services; (5) as circumstances dictate, contact, refer and/or transport parties to appropriate agencies for further assistance; and (6) secure Emergency Protective Order for victims as required by State Code.

Supersedes:

1. G.O. OPR-452: Family Violence, dated July 6, 2017
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Patrol Response
- II. Arrest Procedure
- III. Protective Orders
- IV. Domestic Violence Lethality Assessment Screen (Risk Assessment)
- V. Domestic Violence Referral Information
- VI. Report Procedures
- VII. Stalking
- VIII. Strangulation
- IX. Information for the Commonwealth's Attorney
- X. Address Confidentiality Program

I. Patrol Response

- A. A minimum of two officers will be dispatched to all scenes of reported domestic disturbances.
- B. If entry is refused and there is reason to believe that someone may be injured, officers will call for a supervisor.
- C. Forced entry into premises due to exigent circumstances will be governed by G.O. OPR-150: Forced Entry.
- D. Officers will identify participants in the domestic disturbance, and, if possible, identify the predominant physical aggressor, and determine if the relationship is that of family and/or household member.
- E. Officers will ensure that appropriate medical services are afforded to injured person(s). If the victim appears injured and refuses medical assistance, officers will carefully document any observed injuries and the refusal of medical assistance in the offense report.
- F. Officers will ascertain whether an existing valid protective order has been violated by checking VCIN/NCIC as though it were a "wanted" check or by contacting the Warrant Office if the protective order was recently obtained. If a protective order exists, the officer will contact the holder of record through the Warrant Office to determine the validity and status of the protective order.
- G. Officers having probable cause to believe that a domestic assault occurred (State Code, Attachment A, Reference 12) or a violation of a protective order occurred (State Code, Attachment A, Reference 6), will arrest and take into custody the person they have probable cause to believe, based on the totality of the circumstances, was the predominant physical aggressor, unless there are special circumstances which dictate a course of action other than an arrest. If no arrest is made, document the reasons in the Incident Based Report (IBR).
- H. Juvenile Predominant Physical Aggressors

When the predominant physical aggressor is a juvenile (under age 18), the officer will contact Norfolk Juvenile Intake, which requests that the juvenile's parent or guardian respond to intake together with the officer when attempting to secure a petition for domestic violence. State Code 16.1-253.4 (Attachment A, State Code, Ref 7) exempts minors from being the respondent of an Emergency Protective Order. For summary of procedures, refer to the flowchart for handling juvenile suspects, Attachment B.

I. Law Enforcement Predominant Physical Aggressors

1. If the predominant physical aggressor is a law enforcement officer, the responding patrol officer must notify the supervisor who in turn will notify the Field Commander.
2. An officer who becomes the subject of a protective order will not carry firearms and will be disarmed.
3. The patrol officer will secure the scene and await the arrival of a supervisor.
4. For sworn police officers in the Norfolk Police Department, the Field Commander will respond to the scene. If probable cause to arrest exists, the Field Commander will inform the officer that he/she is "relieved from duty" according to procedures in G.O. ADM-210: Internal Complaints and relieve the officer of gun, badge, and ID card.
5. If the law enforcement officer is from another jurisdiction or agency, whether or not an arrest has been made, the Field Commander will be responsible for notifying that agency.
6. If probable cause to arrest exists, a supervisor will arrest and gather evidence including taking photographs, consistent with this general order.
7. The assigned officers will ensure that the victim receives all required care and that an emergency protective order is obtained.
8. The officer should also investigate whether related offenses may have occurred to spouse or family members (Attachment A, State Code, Ref. 22).

II. Arrest Procedure

Domestic violence codes are listed in Attachment A. For a summary of procedures, refer to the flowchart for handling adult suspects, Attachment C.

A. For all domestic violence calls for service:

1. Whether or not an arrest has been made, the officer will thoroughly investigate and document the incident by completing an IBR, as outlined in Section VI. **An IBR will be completed for each allegation of assault and not just when an arrest was made or warrant was secured.**
2. Inform the victim that a copy of the IBR may be obtained from the Central Records Division. (CALEA 55.2.3.c)
3. Advise the victim of the importance of preserving evidence.

4. Provide a copy of PD 006, Domestic Abuse Resource Guide (Attachment J). (CALEA 55.2.3.a)
 5. If the victim wants to leave the premises to ensure safety, advise the victim to retrieve only essential items (e.g., important papers, medicines, or a child's basic needs) which can be done quickly. Remain at the scene until the victim can be safely escorted from the premises.
 6. The officer's transportation of the victim(s) to temporary housing and/or the magistrate's office, or the arranging of such transportation will be permitted at the discretion of the officer's supervisor. This assistance will be provided unless there are specific circumstances which would dictate otherwise.
 7. Officers will assist victim(s) in contacting friends, family, or required support agencies.
- B. If the officer's preliminary investigation reveals there is probable cause to believe an assault and battery has taken place, or that there is a violation of a protective order or an emergency protective order, and the victim(s) and assailant(s) are family or household members, the following will take place:
1. If present, the predominant physical aggressor will be arrested and appropriate warrant(s) obtained by the officer.
 2. If the predominant physical aggressor is not present:
 - a. The victim will be asked to accompany the officer directly to the magistrate's office for purposes of obtaining a warrant.
 - b. If necessary, the officer will assist the victim with transportation to the magistrate's office.
 - c. The officer will remain with the victim until warrant(s) have been obtained.
 - d. The officer will ensure that the victim is transported to a place where the offender has no reasonable access to the victim.
 - e. If the victim refuses to secure a warrant, the officer will secure warrants against the suspect.
 3. Whether or not the predominant physical aggressor is present:
 - a. Officers will not issue a misdemeanor summons or instruct the victim to obtain their own warrants without assistance.
 - b. The officer will determine if the arrest would constitute a third or subsequent offense within a twenty-year period (State Code, Attachment A, Reference 12). The felony investigation will be the responsibility of the investigating officer who will prepare the Case

Report, arrest reports, First Time Felony Form, Subpoena Request and all other related paperwork. The arresting officer is responsible for submitting the First Time Felony Form and Subpoena Request.

- C. If the elements of the offense constitute a felonious assault (e.g., malicious wounding, unlawful wounding, domestic strangulation, etc.) the Detective Division will be contacted to handle the case with the exception of third offense felonies as noted in Section II.B.3.b. (above).
- D. Officers will not instruct victims to obtain warrants for applicable offenses; officers will obtain the warrants if circumstances so require.
- E. For a misdemeanor arrest, a subpoena request listing the appropriate witnesses will be completed at the magistrate's office and forwarded by the magistrate to the court with the arrest paperwork. Subpoena requests for felony cases will be handled in accordance with G.O. OPR-730: Court Appearances and Procedures.

III. Protective Orders

A. Emergency Protective Order (EPO) – Family Abuse

- 1. When an assault and battery against a family or household member has taken place and there is probable danger of a further such offense, officers will request an EPO (Attachment D). An EPO can be issued to a law enforcement officer by a judge of a circuit or district court or a magistrate and is issued on information provided by the officer.
- 2. An officer will petition a magistrate for an EPO when an arrest has not been made but the officer has probable cause to believe that a danger or threat of abuse continues to exist, based on totality of the circumstances. (CALEA 55.2.2)
- 3. An EPO imposes one or more of the following conditions on the respondent:
 - a. Prohibition against further acts in violation of State Code (Attachment A, Reference 12).
 - b. Prohibition of such contacts between the parties as the judge deems appropriate.
 - c. Granting the family or household member possession of the premises occupied by the parties to the exclusion of the respondent provided no such grant of possession will affect title to any real or personal property.
- 4. State Code (Attachment A, Reference 7) mandates that an EPO expires at 23:59 hours, 72 hours after issuance, with day one counted as the day following the issuance. If expiration would occur when court is not in

session, the EPO expiration is delayed until close of the next court business day.

5. One copy of the EPO will be served upon the respondent as soon as possible. If the abuser was not present at the scene, officers will serve the EPO as soon as possible in accordance with G.O. ADM-445: Legal Process.
 - a. The serving officer is responsible for delivering one copy of the order to the victim.
 - b. One copy will be filed with the Warrant Office as soon as possible for entry into VCIN/NCIC. The Warrant Office will handle further paperwork, as appropriate.

B. Preliminary Protective Order (PPO) – Family Abuse

1. A PPO is issued by a Juvenile and Domestic Relations Court Judge or intake officer to a petitioner who alleges being subjected to domestic abuse. The victim can petition for a PPO before the expiration of an EPO and does not have to have an EPO in order to obtain a PPO. The PPO remains in force for a period not to exceed fifteen days and is issued on information provided by the petitioner.
2. The potential for serious consequences associated with domestic violence cases makes it imperative that a PPO, Attachment E, be processed and served in a timely manner in accordance with G.O. ADM-445: Legal Process.
3. When the Juvenile and Domestic Relations Court issues a PPO, the Deputy Sheriff from the Court will deliver the order to the Warrant Office, to be logged, entered into VCIN/NCIC and routed for service in accordance with G.O. ADM-445: Legal Process.
4. After receiving the PPO from the Warrant Office, the patrol division commanding officer will be responsible for:
 - a. Service, tracking and return to court of the PPO.
 - b. Logging and transfer of PPOs issued to addresses of adjoining cities or military bases.
5. Serving the PPO:
 - a. The defendant will be promptly served with a copy of the PPO which is effective immediately upon service. The officer will stand by until the subject has left the premises for which he or she has been directed by the PPO to leave. The executed court copy is to be delivered immediately to the Warrant Office for entry into

VCIN/NCIC. Expired and unserved PPOs are to be returned to the Warrant Office.

- b. Unserved PPOs will be passed on to officers of succeeding reliefs. Officers will attempt to serve the order at least once during their tour of duty. Officers attempting to serve the order will note on the warrant worksheet attached by the Warrant Office, the reason it was not served, the date and time attempted and their name. Unserved orders will be returned to Warrant Office for processing.

C. Out of State Protective Orders

As set forth in State Code (Attachment A, Reference 8), officers are to enforce all protective orders, whether permanent or temporary, issued by a court in another state, any territory of the United States, its possessions or Commonwealths, the District of Columbia, or issued by any tribal court of appropriate jurisdiction for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with, or physical proximity to another person. Provided it is still in effect, such an order will be accorded full faith and credit and enforced in the Commonwealth as if it were an order of the Commonwealth, provided reasonable notice and opportunity to be heard were given by the issuing jurisdiction to the person against whom the order is sought to be enforced sufficient to protect such person's due process rights and consistent with federal law.

1. Enforcement of out-of-state protective orders does not require that they be registered in Virginia. A law-enforcement officer may, in the performance of his/her duties, rely upon a copy of a foreign protective order or other suitable evidence which has been provided by any source and may also rely upon the statement of any person protected by the order that the order remains in effect.
2. As standard procedure the officer should confirm that the respondent was served with the protective order or present when it was issued. In rare instances when that was not the case, the officer handling the call will detain the accused and have the victim taken before a magistrate to obtain a protective order locally.

- D. Purchase or Transportation of a Firearm by a Person Subject to a Protective Order
Virginia State Code 18.2-308.1:4 (Attachment A, Reference 17) prohibits any person subject to a protective order from purchasing or transporting a firearm while the order is in effect, punishable as a Class 1 misdemeanor. Firearms transported or purchased in violation of this law will be confiscated and subject to forfeiture.

IV. Domestic Violence Lethality Assessment Screen (Risk Assessment)

- A. State Code requires documentation of initiatives toward repeat offenders (Attachment A, Reference 2). When a domestic violence call for service and/or suspects associated with the call meets one or more of the following conditions,

officers will complete the "Domestic Violence Lethality Assessment Screen for First Responders" (PD 014, Attachment F):

1. Spouses, whether or not residing in the same home
2. Former spouses, whether or not residing in the same home
3. Persons who have a child in common, whether or not they have ever been married or resided together
4. Cohabitation exists with involved individuals
5. I-Leads records check indicates the call may involve a suspect in a previous malicious wounding, aggravated assault, felony assault, or a third offense domestic assault
6. The call is to a household where a protective order that is still in effect has been violated
7. The officer believes one should be conducted based on experience, training and instinct
8. Appears to the officer that the violence may increase

B. Domestic Violence Lethality Screening Questions

Officers will follow the procedures outlined on form PD 014A, Domestic Violence Victim Injury Report (Attachment G) to conduct and complete the Risk Assessment Screening.

1. If the victim "screens in" as High-Danger, which is based on probable danger or additional acts, an officer will seek a protective order from the magistrate, whether or not the offender is arrested.
2. If the victim "Screens in" as High-Danger, officers **will** initiate the referral process by calling the Coordinated Crisis Hotline. This **will** be done regardless of whether or not the victim voluntarily participates in the referral.
3. Once officers call and make contact with the Coordinated Crisis Hotline advocate they **will** provide the following information:
 - a. Officers will identify themselves and state why they are calling, advising they have a domestic violence victim that has screened in as "high danger."
 - b. Officers will provide the advocate the following information:
 - (1) The victim's name
 - (2) Whether or not a suspect was arrested

(3) Whether or not an EPO was obtained

c. Officers will then provide the victim with the phone and encourage the victim to speak with the advocate.

4. Officers will document at the bottom of the PD 014 whether or not the victim elected to speak with the advocate.

C. Completed PD 014 will be turned in at the end of the shift, scanned and forwarded to the Detective Division, Special Crimes Section via dvscreen@norfolk.gov.

D. Patrol supervisors are equipped with Norfolk Police Department cell phones. These cell phones should be utilized for domestic violence lethality referrals when the responding officer does not wish to use his/her personal cell phone. Officers are not required to use personal cell phones to initiate a domestic violence lethality screening.

V. Domestic Violence Referral Information (CALEA 55.2.1.b, 55.2.3.a)

A. Whether or not an arrest is made, the officer must provide the allegedly abused person with information regarding available legal and community resources. PD 006, Domestic Abuse Resource Guide, lists telephone numbers of emergency shelters and other available services in pamphlet form. The electronic version of the brochure is posted on the Police Drive in the Reference \ PD Forms folder, and can be printed as needed. Commanding officers will ensure that copies of this brochure are available and in use.

1. If the officer is unsure whether abuse took place, the officer will nevertheless provide the information.

2. The Commanding Officer of the Detective Division will ensure that information on the PD 006 remains up-to-date.

B. Victim(s) are to be directed to contact the Juvenile and Domestic Relations Court intake officer for additional information concerning protective orders.

C. The Special Crimes Unit provides a Victim Information Form (Attachment K) listing the phone numbers of agencies that offer support and/or referrals for victims of sexual assault. This form also gives victims the opportunity to accept or decline victim's advocate assistance.

VI. Report Procedures

In accordance with State Code (Attachment A, Reference 18), whether or not an arrest was made, the incident **will** be documented in an IBR. Include the following, as applicable.

A. If an arrest was made, thoroughly document probable cause to arrest with the following information, as applicable:

1. Who was the first aggressor and factors for determining the predominant physical aggressor (e.g. assessment of who threw the first punch or initiated first provocation etc).

2. Facts and circumstances of the violence including relative severity of injuries inflicted by aggressor or in self-defense.
 3. Victims' statements as to the frequency and severity of prior incidents of abuse by the same family or household member.
 4. The victim's statements as to the number of previous calls for law enforcement assistance.
 5. Safety or health of family/household members (assess if anyone will be in jeopardy after officer leaves the scene). If a risk assessment by the NPD Family Advocate was requested, include date and reason for request.
 6. Witness statements (can include corroboration by children who were present).
- B. When an arrest is not made, officers **will** include a complete statement in writing of the special circumstances that dictated a course of action other than an arrest.
1. Content of the report must include specific statements related to lack of probable cause such as, but not limited to:
 - a. The other party was not at the scene and victim refused to give further information about the person or the incident.
 - b. No visible signs of an incident (e.g. no disarray in home, no visible injuries, absence of body language by those present to indicate potential fear, etc).
 - c. No witness statements to corroborate incident (including statements of children who are present) and/or no corroborating information about prior incidents.
 - d. Victim's statements are contradicted by substantiated evidence (e.g. injuries not consistent with explanations; reliable witnesses contradict victim's statements).
 - e. The actions of the aggressor are substantiated as related to mental issues that may require psychological and/or medical evaluation or treatment (e.g. person has a history of mental illness).
 2. Reports are to include only specific observations. Unacceptable statements are vague or irrelevant phrases such as: "unable to determine primary aggressor" (vague), "mutual combat" (vague), "both parties intoxicated" (irrelevant), or "victim refuses to testify" (irrelevant).
 3. In all cases the IBR report should indicate in short form:
 - a. Clearance status (e.g. cleared by arrest or no arrest made).
 - b. Status of offense check:
 - (1) Whether or not a 3rd offense. If computer was down, note that status check was not done for that reason.

- (2) If checking by prior charges, note that domestic violence priors are often listed under “assault, household or family member” etc., rather than domestic violence.
- C. If a child is present at the scene of a domestic disturbance, document the child's presence in the report. Include notation that children reside there, even if not present at the time of the incident.

VII. Stalking

- A. Per State Code 18.2-60.3 (Attachment A, Reference 14), any person who on more than one occasion engages in conduct directed at another person with the intent to place, or with the knowledge that the conduct places that other person, person's family, or household member in reasonable fear of death, criminal sexual assault, or bodily injury is guilty of stalking as a Class 1 misdemeanor. A third or subsequent conviction within a five-year period is a Class 6 felony.
- B. Examples of stalking behaviors may include but are not limited to following a person to their home, work, and or other places, frequenting areas adjacent to a person's home or workplace, threatening notes or telephone calls, verbal or online computer-based threats.
- C. Non-family household members are afforded equal warrant and protective order protection, which includes dating or involved persons, including same sex partners, for whom probable cause of serious physical violence or threat of same exists.
- D. Officers who develop probable cause that a person has committed stalking will arrest and take the offender into custody, or if the offender is not on the scene, assist the victim in obtaining a warrant if not on the scene
- E. Investigation
 - 1. To assist the Commonwealth Attorney's office in prosecution of cases of stalking, the officer should gather as much information as possible on the behaviors and actions of the suspect at the time the incident is reported and include in narrative section of the IBR.
 - 2. Because cases of domestic violence and stalking can overlap, confirmed or suspected cases of stalking related to an act of domestic violence are to be referred to the Detective Division for investigation.
- F. Emergency Protective Order (EPO), Stalking

An EPO is mandatory upon issuance of a warrant. Officers making arrests for violation of a stalking protective order (State Code, Attachment A, Reference 15) will petition a magistrate for an EPO for a family or household member (State Code, Attachment A, Reference 7) or for a non-family or household member, (State Code, Attachment A, Reference 19).

 - 1. A victim of stalking will receive an EPO once an arrest warrant has been issued for the offense under State Code (Attachment A, References 14 and

19). The arrest warrant must be obtained for the stalker before the EPO for stalking can be issued.

2. Additionally per State Code (Attachment A, Reference 19), an EPO for stalking can be issued to anyone who has not been stalked but is a victim of a violent crime resulting in serious bodily injury, or threat of same.
3. An officer can request a warrant and an EPO for stalking under a reasonable belief that stalking or serious bodily injury or threat of either occurred, and/or may occur in the future. The EPO may order the stalker to stop the threatening behavior, prohibit the stalker from contacting the victim in any way, and provide other relief.

G. Violation of Stalking Protective Orders

1. State Code (Attachment A, Reference 15) applies to persons who violate any provision of a protective order related to stalking. State Code also covers assault and battery upon any party protected by a stalking protective order that results in serious bodily injury to the party (State Code, Attachment A, Reference 6).
2. When conditions of a protective order have been violated under State Code for trespass (Attachment A, Reference 16) or violation of a stalking protective order (State Code, Attachment A, Reference 15), officers will review the victim's copy of the order, checking it for validity. If its terms such as "no contact," "no trespass," or "no further abuse" are violated, the officer will arrest the violator if probable cause exists.

H. Report Procedures

When an arrest has been made or warrant issued for stalking, report procedures are the same as those for domestic violence.

VIII. Strangulation

- A. Per State Code 18.2-51.6 (Attachment A, Reference 23) Any person who, without consent, impedes the blood circulation or respiration of another person by knowingly, intentionally, and unlawfully applying pressure to the neck of such person resulting in the wounding or bodily injury of such person is guilty of strangulation, a Class 6 felony.
- B. Examples of strangulation may include but are not limited to:
 1. Being unable to breathe
 2. Raspy or hoarse voice
 3. Pain or swelling in the neck
 4. Amnesia
 5. Dizziness
- C. Officers who develop probable cause that a person has committed strangulation will arrest and take the offender into custody and contact the Detective Division.

If the offender is not present at the scene the officers will contact the Detective Division and await further instruction.

- D. Because cases of strangulation greatly enhance the risk to the victim, strangulation cases are to be investigated by the Detective Division.

IX. Information for the Commonwealth's Attorney

For arrests or warrants related to domestic violence calls for service, the investigating officer or detective **will** complete the following forms as circumstances dictate and forward to the Commonwealth's Attorney's Office:

- A. PD 014, Domestic Violence Lethality Screen for First Responders
- B. PD 015, Commonwealth Attorney Domestic Violence Supplement (Attachment H), and forward to the Office of the Commonwealth's Attorney along with any other evidentiary material, including a copy of completed risk assessments.

X. Address Confidentiality Program

- A. As designated by State Code (Attachment A, Reference 1), the Address Confidentiality Program (ACP) is a free, confidential mail-forwarding service designed for victims of domestic violence who relocate and whose new location is unknown to their abuser. The program expanded to include victims of stalking. Effective July 1, 2017, ACP added victims of human trafficking and sexual violence to the groups potentially eligible for the program. The purpose of the program is to maintain the confidentiality of the victim's new address.
- B. Acceptance into the Program
The program is governed by the State Attorney General's Office. To enter the program, a victim is required to submit an application to the State Attorney General's Office, which reviews the application and determines whether a victim is accepted.
- C. Verification / Identification of Program Participants
 - 1. A victim who is accepted into the program will be issued the following address by the Attorney General's Office: P. O. Box 1133, Richmond, VA 23218.
 - 2. Participants of the program will be issued an identification card (Attachment I, Sample Identification Card) by the State Attorney General.
 - 3. If the card has not arrived and an officer receives the above address through the computer system, the victim's address alone is an indicator of membership in the program.
- D. Confidentiality Requirements
 - 1. A participant's actual address is not to be released to any person other than law enforcement, and only for criminal justice purposes.
 - 2. The actual address of the victim is exempt from the Freedom of Information Act. Only the State Attorney General's Office can authorize release of the actual address to individuals other than law enforcement.

3. If a law enforcement officer needs the participant's actual address for criminal justice purposes, the officer is to send a VCIN message to the Virginia State Police who will send back verification of the individual's participation as well as the individual's actual address. The Virginia State Police Desk Sergeant will have a current list of participants and their addresses.

E. Information to Victims about the Program

1. Eligibility to participate in the program is determined solely by the State Attorney General's Office. If a citizen asks about the program, an officer will direct him/her to the Coordinated Crisis Hotline: (757) 251-0144, which responds to emergency needs on behalf of HER (Help Emergency Response, Inc.) Shelter, the YWCA (Young Women's Christian Association), Samaritan House, and Genieve Shelter. A call taker will refer those interested in the Address Confidentiality Program to a victim's advocate, who will provide contact information for the Address Confidentiality Program.
2. Law enforcement officers will not at any time advise that citizens can participate in this program.

Definitions

Domestic Violence: Any act of violence which results in physical injury or places someone in reasonable apprehension of bodily injury, and which is committed by a person against a family or household member.

Family or Household Member: As set forth in State Code (Attachment A, Reference 3), a family or household member may be:

1. Spouses, whether or not residing in the same home.
2. Former spouses, whether or not residing in the same home.
3. Persons who have a child in common, whether or not they have ever been married or resided together.
4. Parents, children, stepparents, stepchildren, grandparents, grandchildren, brothers, sisters, half-brothers and half-sisters, regardless of whether they reside in the same home with the suspect.
5. Parents-in-law, children-in-law, brothers- and sisters-in-law who reside in the same home with the suspect.
6. Persons who cohabit or who, within the previous 12 months cohabited with the suspect, and any children of either who then resided in the same home as the suspect.

Predominant Physical Aggressor: Based on the totality of the circumstances, the predominant physical aggressor is the party who poses the greatest threat. State Code (Attachment A, Reference

18) lists the following standards for determining the predominant physical aggressor, some or all of which may be present:

1. Who was the first aggressor?
2. The protection of the health and safety of family and household members.
3. Prior complaints of family abuse by the allegedly abusing person involving the family or household members.
4. The relative severity of the injuries inflicted on persons involved in the incident.
5. Whether any injuries were inflicted in self-defense.
6. Witness statements.
7. Other observations.

“Screens In”: When a victim is determined to be at risk, based on information gathered from the PD 014 and/or PD 014A, along with the officer’s observation and/or investigation of circumstances, that one or more qualifying lethality condition(s) exists.

Related Documents:

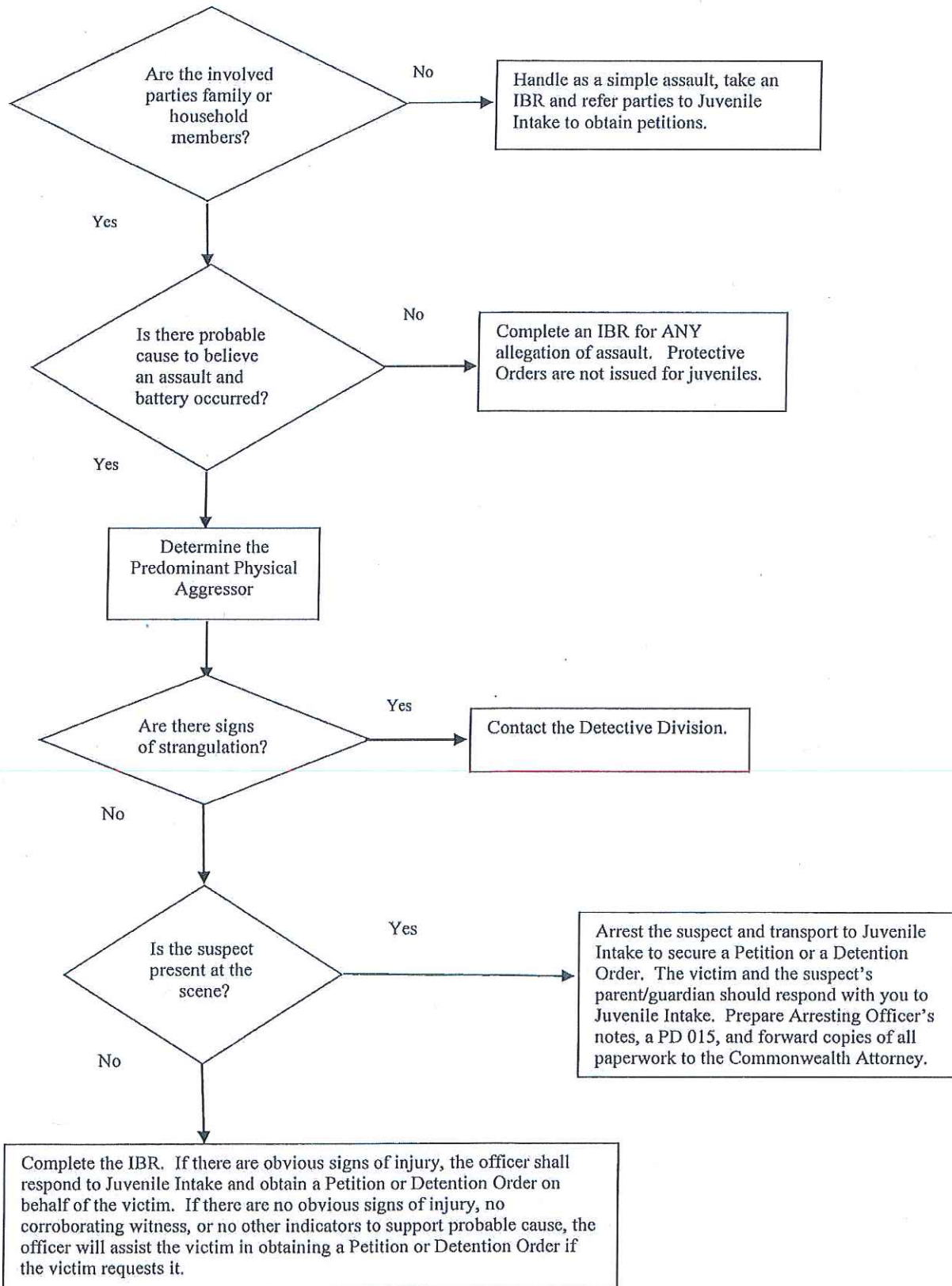
1. G.O. ADM-210: Internal Complaints
2. G.O. ADM-445: Legal Process
3. G.O. OPR-150: Forced Entry
4. G.O. OPR-415: Incident Based Reporting (IBR)
5. G.O. OPR-420: Preliminary Investigations
6. G.O. OPR-425: Interrogations
7. G.O. OPR-730: Court Appearances and Procedures

Attachments:

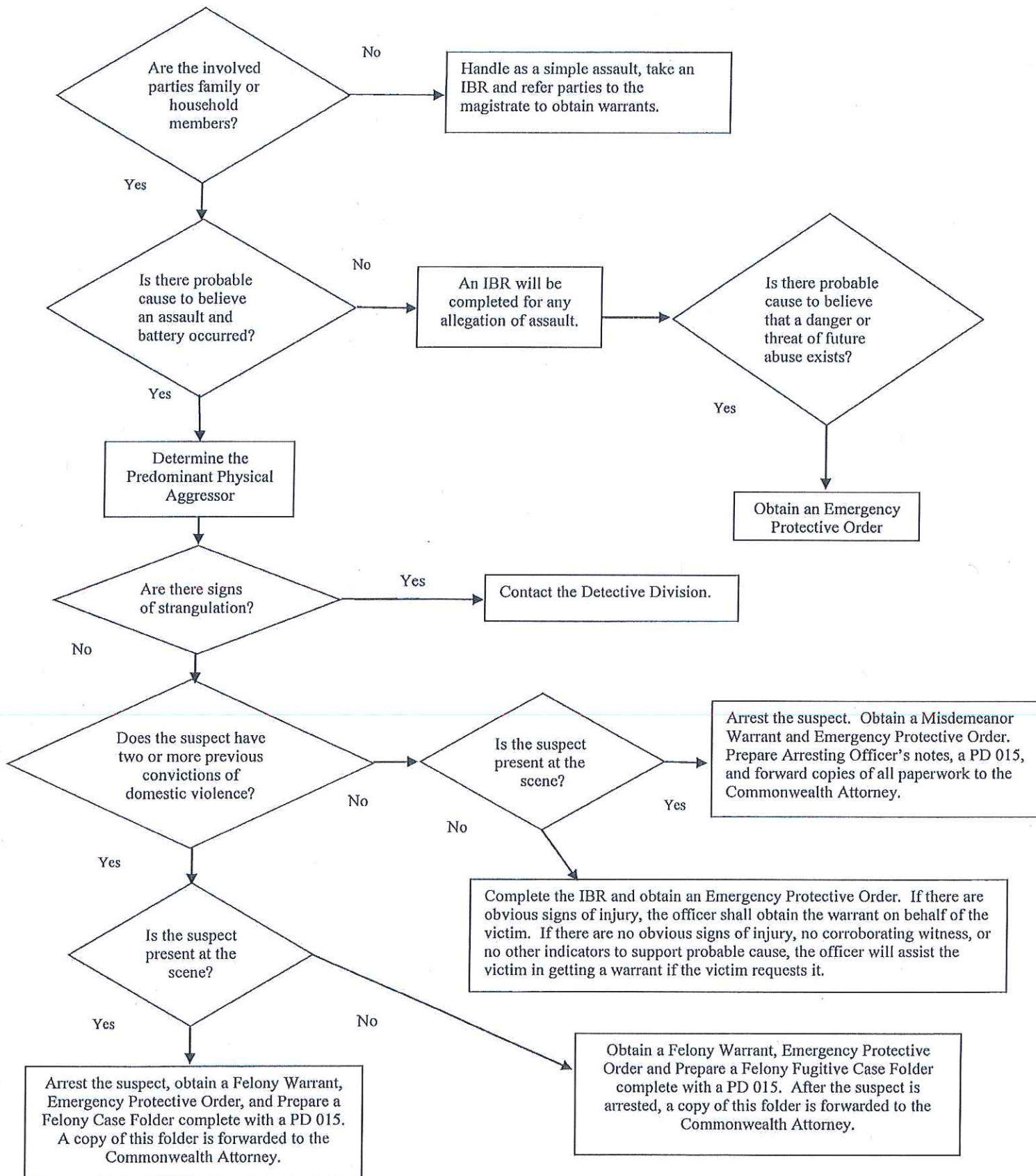
- A. State Codes Applicable to Domestic Violence
- B. Family Violence Flowchart - Handling Juvenile Suspects
- C. Family Violence Flowchart – Handling Adult Suspects
- D. Emergency Protective Order – Family Abuse
- E. Preliminary Protective Order – Family Abuse
- F. PD 014 Domestic Violence Lethality Screen for First Responders
- G. PD 014A Domestic Violence Victim Injury Report
- H. PD 015 Commonwealth Attorney Domestic Violence Supplement
- I. Sample Identification Card, Address Confidentiality Program
- J. PD 006 Domestic Abuse Resource Guide
- K. Special Crimes Victim Information Form

STATE CODES		
Related to Family Violence & Stalking of Family or Household Member		
Ref 1	2.2-515.2	Address Confidentiality Program
Ref 2	9.1-1300	Policies & requirements for LE officials (<i>repeals 19-2-81.4</i>)
Ref 3	16.1-228	Definitions: Family or Household member
Ref 4	16.1-251	Children, Emergency Removal Order
Ref 5	16.1-253.1	Preliminary protective orders / family abuse; confidentiality.
Ref 6	16.1-253.2	Violation of protective orders; penalty (1 st offense class 1 Misdemeanor, 2 nd offense within 5 years mandatory 60 day confinement, 3 rd Offense or subsequent offense within 20 years of 1 st conviction Class 6 felony, in addition, knowingly armed with firearm or other deadly weapon, bodily injury, stalking, furtively entering or remaining on property with respondent present or waiting arrival Class 6 Felony)
Ref 7	16.1-253.4	Emergency protective orders, when authorized; penalty
Ref 8	16.1-279.1 / E	Protective order, family abuse / Foreign - Other State PO's
Ref 9	18.2-51.2	Aggravated malicious wounding, penalty
Ref 10	18.2-52	Malicious bodily injury (by substance/agent/explosive/fire)
Ref 11	18.2-57	Assault and battery
Ref 12	18.2-57.2	Assault/battery, family/household member; penalty
Ref 13	18.2-60	Threats of death or bodily injury to person or family member
Ref 14	18.2-60.3	Stalking, penalty (class 1 Misdemeanor; 3 rd or subseq in 5 yrs, Class 6 Felony)
Ref 15	18.2-60.4	Violation of protective order, stalking
Ref 16	18.2-119	Trespass (protective order respondent), penalties
Ref 17	18.2-308.1:4	Purchase/transportation of firearm, PO respondent; penalty
Ref 18	19.2-81.3	Arrest w/o warrant, family member/stalking; predom aggressor
Ref 19	19.2-152.8	EPO authorized in cases of stalking and acts of violence (viol Class 1 Felony)
Ref 20	19.2-152.9	PPO in cases of stalking and acts of violence (viol Class 1 Felony)
Ref 21	19.2-152.10	Protective order in cases of stalking and acts of violence (viol Class 1 Felony)
Ref 22	18.2-61/18.2-67.1-2	Rape / Forcible Sodomy
Ref 23	18.2-51.6	Strangulation

**Family Violence Flowchart
Handling JUVENILE SUSPECTS**



Family Violence Flowchart Handling ADULT SUSPECTS



EMERGENCY PROTECTIVE ORDER — FAMILY ABUSE
Commonwealth of Virginia Va. Code § 16.1-253.4

Court Case No.

..... Juvenile and Domestic Relations District Court

ALLEGEDLY ABUSED PERSON

--	--	--

LAST FIRST MIDDLE

V.

DATE OF BIRTH OF ALLEGEDLY ABUSED PERSON

--	--	--

RESPONDENT

--	--	--

LAST FIRST MIDDLE

RESPONDENT'S ADDRESS/LOCATION

☐ CAUTION: Weapon Involved

RESPONDENT IDENTIFIERS (IF KNOWN)

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

DRIVER'S LICENSE NO.

STATE

EXP.

REQUEST FOR EMERGENCY PROTECTIVE ORDER

To the individual requesting the order: Please provide information on allegedly abused person and other requested protected persons on form DC-621, NON-DISCLOSURE ADDENDUM.

I, the undersigned, assert under oath the following:

Therefore, I respectfully request the ☐ issuance ☐ extension of an emergency protective order. In the case of a request for extension, I certify that the person in need of protection is physically or mentally incapable of filing a petition pursuant to Virginia Code § 16.1-253.1 or 16.1-279.1.

NAME AND AGENCY/RELATIONSHIP TO VICTIM
(If law enforcement officer, include badge and code no.)

☐ ALLEGEDLY ABUSED PERSON/PARENT/PERSON IN LOCO PARENTIS
☐ LAW ENFORCEMENT OFFICER

DATE

Subscribed and sworn to before me this day ☐ in person ☐ by electronic communication
(If oath taken by electronic communication, print
or type name of judge or magistrate taking oath.)

DATE

☐ JUDGE

☐ MAGISTRATE

EMERGENCY PROTECTIVE ORDER

Based on the above assertion and other evidence, I find that (if checked below):

- ☐ A warrant for a violation of § 18.2-57.2 has been issued and there is probable danger of further acts of family abuse against the allegedly abused person,, by the Respondent; OR
- ☐ Reasonable grounds exist to believe that Respondent has committed family abuse and there is probable danger of a further such offense against the allegedly abused person,, by the Respondent.

It is ORDERED that the request is hereby ☐ denied ☐ granted and ORDERED that the Respondent shall observe the following conditions:

- ☐ The Respondent shall not commit acts of family abuse or criminal offenses that result in injury to person or property.
- ☐ The Respondent shall have no contact of any kind with

☐ except as follows:

☐ The Respondent is also prohibited from being in the physical presence of

☐ The allegedly abused person is granted possession of the companion animal described as (NAME/TYPE)

☐, the family or household member, is granted possession of the premises occupied by the parties, located at
to the exclusion of the Respondent; however, no such grant of possession shall affect title to any real or personal property.

☐ Supplemental Sheet to Protective Order, Form DC-653, attached and incorporated by reference. Number of supplemental pages

This Order is issued on
DATE

RESPONDENT: SEE WARNINGS ON REVERSE

THIS ORDER EXPIRES ON at 11:59 p.m.
DATE

(Print or type name of judge or magistrate if oral order
is reduced to writing by the law enforcement officer.)

☐ JUDGE

☐ MAGISTRATE

VERIFICATION: I have verified this order.

DATE

☐ JUDGE

☐ MAGISTRATE

RETURNS: Each person was served according to law, as indicated below, unless not found.

RESPONDENT	
NAME	
ADDRESS	
<input type="checkbox"/> PERSONAL SERVICE	TELEPHONE NUMBER:
<input type="checkbox"/> NOT FOUND	

SERVING OFFICER	
for _____	
DATE AND TIME	
Respondent's Description (for VCIN entry):	
RACE	SEX
DOB:	
HGT	WGT
EYES	HAIR
SSN	
Relationship to Petitioner/Plaintiff	
Distinguishing features	

ALLEGEDLY ABUSED PERSON: (See form DC-621, NON-DISCLOSURE ADDENDUM)	
NAME	
<input type="checkbox"/> PERSONAL SERVICE	
<input type="checkbox"/> NOT FOUND	

SERVING OFFICER	
for _____	
DATE AND TIME	
<input type="checkbox"/> Copy delivered to	
By	
TITLE	
SIGNATURE	
DATE	

WARNINGS TO RESPONDENT:

Pursuant to Code of Virginia § 18.2-308.1:4, Respondent shall not purchase or transport any firearm while this order is in effect. **If Respondent has a concealed handgun permit, Respondent must immediately surrender that permit to the court issuing this order.** If Respondent violates the conditions of this order, Respondent may be sentenced to jail and/or ordered to pay a fine.

This order will be entered into the Virginia Criminal Information Network. The Respondent may at any time file a motion with the court requesting a hearing to dissolve or modify this order; however, this order remains in full force and effect unless and until dissolved or modified by the court.

DEFINITIONS:

"Family abuse" means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, bodily injury and that is committed by a person against such person's family or household member. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et. seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, or (v) any individual who has a child in common with the defendant, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous twelve (12) months, cohabitated with the person, and any children of either of them residing in the same home with the person.

"Physical presence" includes (i) intentionally maintaining direct visual contact with the petitioner or (ii) unreasonably being within 100 feet from the petitioner's residence or place of employment.

WARNINGS TO RESPONDENT:

Pursuant to Code of Virginia § 18.2-308.1:4, Respondent shall not purchase or transport any firearm while this order is in effect. **If Respondent has a concealed handgun permit, Respondent must immediately surrender that permit to the court issuing this order.** If Respondent violates the conditions of this order, Respondent may be sentenced to jail and/or ordered to pay a fine.

This order will be entered into the Virginia Criminal Information Network. The Respondent may at any time file a motion with the court requesting a hearing to dissolve or modify this order; however, this order remains in full force and effect unless and until dissolved or modified by the court.

DEFINITIONS:

"Family abuse" means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, bodily injury and that is committed by a person against such person's family or household member. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et. seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, or (v) any individual who has a child in common with the defendant, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous twelve (12) months, cohabitated with the person, and any children of either of them residing in the same home with the person.

"Physical presence" includes (i) intentionally maintaining direct visual contact with the petitioner or (ii) unreasonably being within 100 feet from the petitioner's residence or place of employment.

PRELIMINARY PROTECTIVE ORDER -- FAMILY ABUSE
Commonwealth of Virginia VA. CODE § 16.1-253.1

Case No.
Hearing Date and Time:

☐ Circuit Court (on appeal only)
☒ Juvenile and Domestic Relations District Court

☐ Extension of Preliminary Protective Order

PETITIONER

--	--	--

LAST FIRST MIDDLE

And on behalf of minor family or household members:
(list each name and date of birth)

.....
.....
.....

PETITIONER'S DATE OF BIRTH

--

Other protected family or household members:
(list each name and date of birth)

.....
.....
.....

V.

RESPONDENT

--	--	--

LAST FIRST MIDDLE

Petitioner's relationship to Respondent:

.....
.....
RESPONDENT'S ADDRESS

RESPONDENT IDENTIFIERS (IF KNOWN)

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

DRIVER'S LICENSE NO.	STATE	EXP.
----------------------	-------	------

Distinguishing features:

☐ **CAUTION: Weapon Involved**

THE COURT FINDS that it has jurisdiction over the parties and subject matter, and that

1. The Petitioner is a family or household member of the Respondent;
2. The Petitioner is, or has been, within a reasonable period of time, subjected to family abuse; and
3. In order to protect the health and safety of the Petitioner or any family or household member of the Petitioner, a preliminary protective order is warranted.

☐ *Ex Parte* Proceeding Only: The petition has been supported by an affidavit or sworn testimony before the judge or intake officer, and either the Petitioner is in immediate and present danger of family abuse or there is sufficient evidence to establish probable cause that family abuse has recently occurred so as to justify an *ex parte* proceeding.

THE COURT ORDERS that:

☐ The Respondent shall not commit acts of family abuse or criminal offenses that result in injury to person or property.

☐ The Respondent shall have no contact of any kind with the Petitioner

☐ except as follows:

☐ The Respondent shall have no contact of any kind with the family or household members of the Petitioner named above

☐ except as follows:

☐ Additional terms of this order are set forth on page two.

It is further ORDERED as follows:

- ☐ The Petitioner is granted possession of the residence occupied by the parties to the exclusion of the Respondent.
 The residence is located at
 The Respondent shall immediately leave and stay away from the residence; however, no such grant of possession shall affect title to any real or personal property.
- ☐ The Respondent shall not terminate ☐ Respondent shall restore necessary utility service(s) to the premises indicated above, specifically,
 UTILITY SERVICE(S)
- ☐ The Petitioner is granted temporary exclusive possession or use of a motor vehicle jointly owned by the parties or owned by the Petitioner alone, described as follows:
 Such grant shall not affect title to the vehicle.
- ☐ The Respondent shall provide suitable alternative housing for the Petitioner ☐ and family or household members as follows:
- ☐ The Respondent shall pay deposit(s) to connect or restore necessary utility service(s) in the alternative housing, specifically,
 UTILITY SERVICE(S)
- ☐ The Petitioner is granted possession of the companion animal described as
 NAME/TYPE
- ☐ It is further ordered that
- ☐ Supplemental Sheet to Protective Order, Form DC-653, attached and incorporated by reference.
 Number of supplemental pages

It is further ORDERED that a full hearing on the petition for a protective order be held at this Court

on at and that notice of this hearing be given to the Respondent.

- ☐ It is ORDERED that the Preliminary Protective Order is extended
- ☐ as the Respondent failed to appear at the protective order hearing set for because the Respondent was not personally served or, if personally served, was incarcerated and not transported to the hearing.
- ☐ upon motion of the Respondent and for good cause shown.

DATE

JUDGE

WARNINGS TO RESPONDENT:

Only the court can change this order.

Pursuant to Code of Virginia § 18.2-308.1:4, Respondent shall not purchase or transport any firearm while this order is in effect. If Respondent has a concealed handgun permit, Respondent must immediately surrender that permit to the court issuing this order. If Respondent violates the conditions of this order, Respondent may be sentenced to jail and/or ordered to pay a fine.

This order will be entered into the Virginia Criminal Information Network. Either party may at any time file a motion with the court requesting a hearing to dissolve or modify this order; however, this order remains in full force and effect unless and until dissolved or modified by the court.

DEFINITIONS:

"Family abuse" means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, bodily injury and that is committed by a person against such person's family or household member. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et. seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, or (v) any individual who has a child in common with the defendant, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous twelve (12) months, cohabitated with the person, and any children of either of them residing in the same home with the person.

Case No.

RETURNS: Each person was served according to law, as indicated below, unless not found.

RESPONDENT:	
NAME	
ADDRESS	
<input type="checkbox"/> PERSONAL SERVICE	TELEPHONE NUMBER
<input type="checkbox"/> NOT FOUND	
SERVING OFFICER	
for	
DATE AND TIME	
RESPONDENT'S DESCRIPTION (for VCIN entry):	
RACE	SEX
DOB:	
HGT	WGT
EYES	HAIR
SSN	
Relationship to Petitioner/Plaintiff	
Distinguishing features	

PETITIONER: (See form DC-621, NON-DISCLOSURE ADDENDUM)	
NAME	
<input type="checkbox"/> PERSONAL SERVICE	
<input type="checkbox"/> NOT FOUND	
SERVING OFFICER	
for	
DATE AND TIME	
<input type="checkbox"/> Copy delivered to	
by	
TITLE	
SIGNATURE	

NORFOLK DEPARTMENT OF POLICE
DOMESTIC VIOLENCE LETHALITY
SCREEN FOR FIRST RESPONDERS



Instructions: To be completed when handling **all** domestic violence events involving intimate partners and forwarded to the Special Crimes Unit. **This form is to be scanned and sent to the below e-mail by the end of the officer's shift.**

Intimate partners include:

- ☐ Spouses, whether or not residing in the same house.
- ☐ Former spouses, whether or not residing in the same house.
- ☐ Persons who have a child in common, whether or not they have ever been married or resided together.
- ☐ Persons who cohabit, or who within the previous 12 months cohabited.

If the victim "Screens in" as High-Danger, which is based on probable danger or additional acts, an officer will seek a protective order from the magistrate, whether or not the offender is arrested. Additionally, Officers will initiate the referral process by calling the Coordinated Crisis Hotline, regardless of whether or not the victim voluntarily participates in the referral.

Officer:		Date:	
Victim:		Offender:	
Victim Phone number:			
<input type="checkbox"/> The victim declined to be screened.			
<input type="checkbox"/> The officer could not administer the screen. Why?			
▶ A "Yes" response to any of Questions #1-3 is an automatic High-Danger Assessment.			
1. Has he/she/they ever used a weapon against you or threatened you with a weapon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
2. Has he/she/they threatened to kill you or your children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
3. Do you think he/she/they might try to kill you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
▶ A "Yes" Response to at least four (4) of Questions #4-11, is an automatic High-Danger Assessment.			
4. Does he/she/they have a gun or can he/she/they easily get one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
5. Has he/she/they ever tried to choke you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
6. Is he/she/they violently or constantly jealous or does he/she/they control most of your daily activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
7. Have you left him/her/they or separated after living together or being married?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
8. Is he/she/they unemployed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
9. Has he/she/they ever tried to kill himself/herself/themselves?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
10. Do you have a child that he/she/they knows is not his/hers/theirs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
11. Does he/she/they follow or spy on you or leave threatening messages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Ans.
▶ An officer may make a High-Danger Assessment if <input type="checkbox"/> if <input type="checkbox"/> officer believes the victim is in a potentially lethal situation. .			
Check one: <input type="checkbox"/> Victim is High-Danger based on score			
<input type="checkbox"/> Victim is High-Danger based on officer's belief			
<input type="checkbox"/> Victim is not assessed as High-Danger Why:			
After advising the victim of a high danger assessment, did the officer call the Crisis hotline?			Yes No
Did the victim speak with the hotline counselor?			Yes No

Note: The questions above and the criteria for determining the level of risk a person faces are based on the best available research on factors associated with lethal violence by a current or former intimate partner. However, each situation presents unique factors that influence risk for lethal violence that are not captured by this screen. Although most victims who screen "positive" or "high danger" would not be expected to be killed, these victims face much higher risk than that of other victims of intimate partner violence.

Coordinated Crisis Hotline: 757-251-0144

E-mail: dvscreen@norfolk.gov

Rev. 02/18 OSS

Used By All Commands

DOMESTIC VIOLENCE VICTIM INJURY REPORT

CASE # _____ DATE OF ASSAULT _____ TODAY'S DATE _____

VICTIM INFORMATION

TO BE COMPLETED BY POLICE OFFICER IN ADDITION TO LETHALITY ASSESSMENT

Victim's Name (last, first, middle) _____

DOB _____

☐ Method and/or Manner (how was Victim strangled) ☐ One Hand - R ☐ One Hand - L ☐ Two Hands ☐ Unknown ☐ Forearm
☐ Knee/Foot ☐ Unsure

☐ Chokehold Other (explain) _____

☐ Is the suspect right or left handed? ☐ Right Handed ☐ Left Handed ☐ Unknown

☐ Estimate how long you were strangled _____ Minute(s) _____ Second(s) Multiple times? ☐ Yes # _____ ☐ No

☐ Suffocated? ☐ Yes ☐ No _____ Minute(s) _____ Second(s) What was used? _____

☐ Describe the impact the strangulation/suffocation had on your ability to breathe: _____

☐ What did Suspect say during strangulation/suffocation? _____

☐ What did you say during strangulation/suffocation? _____

☐ Describe Suspect's demeanor during strangulation/suffocation? _____

☐ Describe how Suspect's face looked during strangulation/suffocation? _____

☐ What made Suspect stop? _____

☐ What did you think was going to happen during strangulation/suffocation? _____

☐ Has Suspect strangled you before? ☐ Yes # _____ ☐ No

☐ Did you attempt to physically stop the strangulation? ☐ Yes ☐ No Describe: _____

☐ Were you shaken simultaneously while being strangled? ☐ Yes ☐ No

VICTIM'S SYMPTOMS

TO BE COMPLETED BY POLICE OFFICER

SYMPTOMS	DURING	AFTER	VOICE CHANGES	SWALLOWING CHANGES
Unable to breathe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> painful to speak	<input type="checkbox"/> neck tenderness
Difficult to breathe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> raspy/hoarse voice	<input type="checkbox"/> trouble swallowing
Physical pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> coughing	<input type="checkbox"/> painful to swallow
Rapid breathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> unable to speak	<input type="checkbox"/> neck pain
Shallow breathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> whispering	<input type="checkbox"/> other _____
Coughing up blood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> other _____	
Nausea	<input type="checkbox"/>	<input type="checkbox"/>		
Vomiting/dry heaving	<input type="checkbox"/>	<input type="checkbox"/>	Explain other _____	
Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Headache	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Feel faint	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Disoriented	<input type="checkbox"/>	<input type="checkbox"/>	_____	

☐ Loss of consciousness? ☐ Yes ☐ No ☐ Victim not sure Unexplained Injury? Describe _____

☐ Any change or loss of hearing during/after strangulation/suffocation? ☐ Yes ☐ No Describe _____

☐ Any change or loss of vision during/after strangulation/suffocation? ☐ Yes ☐ No Describe _____

☐ How did your body/head feel during/after strangulation/suffocation? Describe _____

☐ Did the victim... ☐ Urinate ☐ Defecate ☐ Feel the urge to do one or both? _____

FACE	EYES AND EYELIDS	NOSE	EARS
<input type="checkbox"/> red or flushed	<input type="checkbox"/> petechiae to R eye	<input type="checkbox"/> petechiae	<input type="checkbox"/> petechiae on ear(s)
<input type="checkbox"/> petechiae	<input type="checkbox"/> petechiae to L eye	<input type="checkbox"/> scratch(es) or abrasion(s)	<input type="checkbox"/> bleeding from ear(s)
<input type="checkbox"/> scratch(es) or abrasion(s)	<input type="checkbox"/> petechiae to R eyelid	<input type="checkbox"/> swelling	<input type="checkbox"/> bruising/dyscoloration/ petechiae behind ear(s)
<input type="checkbox"/> sweating	<input type="checkbox"/> petechiae to L eyelid	<input type="checkbox"/> other _____	
<input type="checkbox"/> bruising	<input type="checkbox"/> blood in		<input type="checkbox"/> swelling
<input type="checkbox"/> other _____	<input type="checkbox"/> other _____		<input type="checkbox"/> other _____

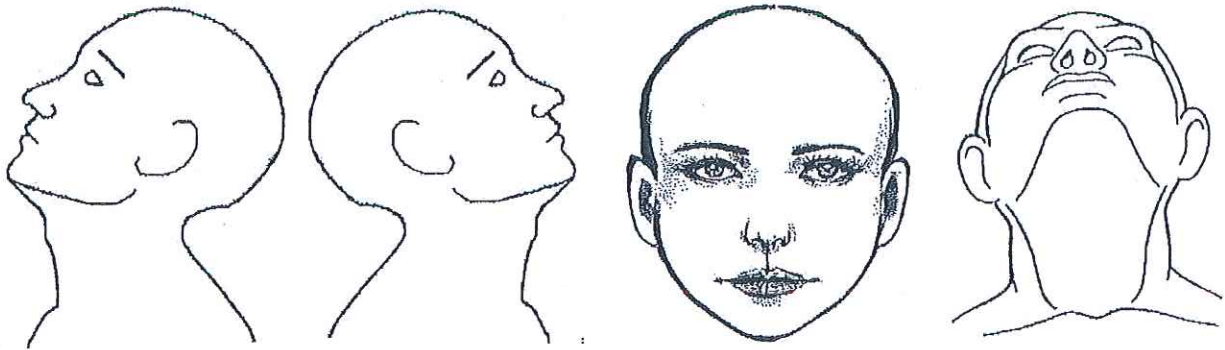
Explain other: _____

MOUTH	UNDER CHIN	CHEST	SHOULDERS
<input type="checkbox"/> bruise(s) <input type="checkbox"/> swollen tongue <input type="checkbox"/> swollen lip(s) <input type="checkbox"/> scratch(es)/abrasion(s) <input type="checkbox"/> petechiae in palate _____ <input type="checkbox"/> other _____	<input type="checkbox"/> redness <input type="checkbox"/> scratch(es)/abrasion(s) <input type="checkbox"/> laceration(s) <input type="checkbox"/> bruise(s) <input type="checkbox"/> fingernail impression(s) <input type="checkbox"/> other _____	<input type="checkbox"/> redness <input type="checkbox"/> scratch(es)/abrasion(s) <input type="checkbox"/> laceration(s) <input type="checkbox"/> bruise(s) <input type="checkbox"/> other _____	<input type="checkbox"/> redness <input type="checkbox"/> scratch(es)/abrasion(s) <input type="checkbox"/> laceration(s) <input type="checkbox"/> bruise(s) <input type="checkbox"/> other _____

NECK	HEAD
<input type="checkbox"/> redness <input type="checkbox"/> tenderness/pain <input type="checkbox"/> finger mark(s) <input type="checkbox"/> scratch(es)/abrasion(s) <input type="checkbox"/> fingernail impression(s)	<input type="checkbox"/> bruise(s) <input type="checkbox"/> ligature mark(s) <input type="checkbox"/> petechiae <input type="checkbox"/> swelling <input type="checkbox"/> other _____

PLEASE TAKE PHOTOGRAPHS

Diagram all injuries on the Victim



Describe any other injuries or symptoms:

OFFICER CHECKLIST

- ☐ If strangled/suffocated with object(s), photograph object(s) and collect for evidence.
- ☐ Document where the object(s) was/were found in the Offense Report.
- ☐ Determine if jewelry was worn by either party (ring(s), necklace(s), watch(es), etc.). Photograph/look for patterns and photograph.
- ☐ If defecation or urination in clothes, collect clothes as evidence.
- ☐ If Victim vomited, take a photo of vomit.
- ☐ Call On-Call Domestic Violence Detective if you need assistance.
- ☐ Call On-Call Domestic Violence Detective if Victim is transported to the hospital from injuries due to strangulation/suffocation.
 - Advise on future symptoms (headaches, throat/neck pain, etc.) Advise victim that she/he should be with somebody, and should not be alone for 24 hours. Who will you be with? _____
 - Contact number: _____
- ☐ If Victim is transported to the hospital from injuries due to strangulation/suffocation then an officer **NEEDS** to stand by at hospital until relieved by the On-Call Domestic Violence Detective.
- ☐ **PHOTOGRAPH VICTIM and SUSPECT:** hands, arms, face, chest and any areas where Suspect states any injuries occurred.

PD 015

NORFOLK DEPARTMENT OF POLICE
COMMONWEALTH ATTORNEY
DOMESTIC VIOLENCE SUPPLEMENT



Instructions: To be completed when making a domestic violence arrest and forwarded, with all case paperwork and photographs, to the Commonwealth Attorney's Office within 5 calendar days.

IBR #: _____ Officer's Name: _____ Date: _____

DEFENDANT	Defendant's Name: _____					
	Relationship to Victim: _____					
		Yes	No		Yes	No
	Defendant at Scene	<input type="checkbox"/>	<input type="checkbox"/>	Children Present	<input type="checkbox"/>	<input type="checkbox"/>
	Alcohol/Drug Usage	<input type="checkbox"/>	<input type="checkbox"/>	CPS Called	<input type="checkbox"/>	<input type="checkbox"/>
	Visible Injuries to Defendant	<input type="checkbox"/>	<input type="checkbox"/>	Weapon Used	<input type="checkbox"/>	<input type="checkbox"/>
	Complaint of Injuries	<input type="checkbox"/>	<input type="checkbox"/>	Protective Order on File	<input type="checkbox"/>	<input type="checkbox"/>
	Photos Taken of Injuries	<input type="checkbox"/>	<input type="checkbox"/>	Arrest for Violation	<input type="checkbox"/>	<input type="checkbox"/>
	Explanation of Injuries/Complaint: _____					
	Defendant's <input type="checkbox"/> Spontaneous Utterance <input type="checkbox"/> Legal Rights Given <input type="checkbox"/> Statement					

VICTIM	Victim's Name: _____					
	Alternate Phone/Address for Victim: _____					
		Yes	No		Yes	No
	Visible Injuries to Victim	<input type="checkbox"/>	<input type="checkbox"/>	Photos Taken of Injuries	<input type="checkbox"/>	<input type="checkbox"/>
	Received Medical Treatment / EMS Respond	<input type="checkbox"/>	<input type="checkbox"/>	Complaining of Injuries	<input type="checkbox"/>	<input type="checkbox"/>
	Explanation of Injuries/Complaint: _____					
	Victim's <input type="checkbox"/> Spontaneous Utterance <input type="checkbox"/> Statement					

CHECKLIST

- ☐ Identify witnesses and reporting party, interview separately and record statements
- ☐ Record names, ages, and statements of children
- ☐ Photograph and document all injuries in detail (children, victim, and defendant)
- ☐ Photograph crime scene and weapon(s)
- ☐ Recover evidence and attach copy of Voucher
- ☐ DC 325, Request for Witness Subpoena
- ☐ PD 006, Domestic Violence Referral Information, given to victim
- ☐ PD 014, Domestic Violence Lethality Screen for First Responders
- ☐ PD 544, Arresting Officer's Summary
- ☐ PD 881, Felony Case Report, for felony cases

COMMONWEALTH OF VIRGINIA
Address Confidentiality Program

SAMPLE PERSON

is authorized to participate in the
Address Confidentiality Program
pursuant to VA. Code 92.2-515.2



DOB: 01/01/1901
EXPIRES: 9/16/2017

Authorization
2016PMB200

This program participant is authorized to use the following substitute address

SAMPLE PERSON

2016PMB200
PO Box 1133
Richmond, VA 23218-1133

Mark Herring

Mark Herring, Attorney General

If you have any questions regarding the
Address Confidentiality Program, or
the valid use of this authorization card,
please call: (804) 692-0592.

ISSUE

SAFETY PLAN

Filing charges and obtaining Protective Orders are only effective if all involved obey the restrictions. Your safety and the safety of the children (if any) may require you to develop an alternative plan for the protection of you and your family. For help on safety planning or more information call:

Coordinated Crisis Response Hotline: 251-0144
or

Norfolk Dept. of Human Services: 664-6000

IF THREATENED or intimidated in any way by suspect, or family, or friends of suspect, you can:

- Report incident to police
- Seek magistrate to press charges
- Speak to Human Services (above)

HELP FOR MILITARY FAMILY MEMBERS MILITARY FAMILY ADVOCACY CONTACTS

Navy

Norfolk	757-444-2230*
Portsmouth	757-953-7801*
NAB - Little Creek	757-462-7563*
NAS - Oceana	757-433-2555*
Yorktown Naval Base	757-887-4606*

Army

Fort Story	757-422-7311*
Fort Story (Dispatch)	757-422-7141
Fort Eustis	757-637-4035

CONTACT LIST— Help/support contacts:

Coordinated Crisis Response Hotline	251-0144*
Norfolk Dept. of Human Services	664-6000
Transitions Shelter Family Advocacy (Peninsula)	723-7774*
VA Family Violence Hotline	1-800-838-8238*
Vine (Victim Information and Notification Everyday)	1-888-846-3469*
Norfolk Child Protective Services	664-6022
Norfolk Victim/Witness Assistance	664-4822
Legal Aid Society of Eastern Virginia	627-5423
Norfolk Department of Police Special Crimes Unit	664-7033

* Indicates numbers available 24 hours



Officer's Name: _____

Incident Report # _____

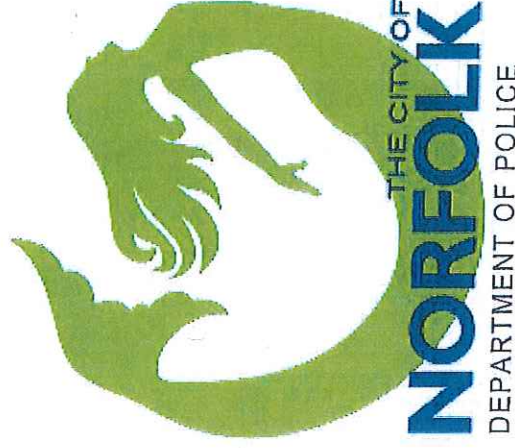
Date: _____ Time: _____

Detective Assigned (If known) _____

DOMESTIC ABUSE RESOURCE GUIDE

**IF YOU ARE IN IMMEDIATE
DANGER CALL 911**

For Non-Emergencies Call 441-5610



ARREST**CONDITIONS FOR ARREST:**

The officer shall arrest the abuser if the officer has probable cause to believe that assault and battery against a family member has occurred and the predominant aggressor has been determined.

- **If the person involved was arrested:**

Contact the Sheriff's Office at 664-4701 or 664-4707 to see if the person has been released or is being held in jail.

- **If the person involved was released:**

Contact the Sheriff's Office to see if an Emergency Protective Order was issued and/if the person was released on a non-contact bond.

WARRANT/PROTECTIVE ORDER

Officer at the scene will assist you in obtaining a warrant and/or protective order.

If you have questions regarding your case, you may contact a Norfolk Police Department, **Special Crimes Unit at 664-7033**. If a Special Crimes detective is not immediately available please contact the Non-Emergency hotline at 757-441-5610 and request to speak to any available on duty detective.

You do not have to be physically injured to obtain a warrant. A warrant can also be issued for threats, stalking, property damage, or trespassing.

Magistrates are available in the City of Norfolk 24 hours a day, 7 days a week, at:

- **Public Safety Building, 811 East City Hall Avenue** (Downtown Norfolk next to City Hall)

EMERGENCY PROTECTIVE ORDER (EPO)

If there is an arrest or warrant, the officer on the scene will automatically request an EPO from the magistrate on your behalf.

If there is no arrest or warrant but you feel the person involved poses a continuing threat to your safety, you may request the officer on the scene to assist you in finding a safe residence and obtaining an EPO.

You may obtain an EPO on your own if you so choose. A magistrate or judge may issue an EPO to you if you appear in person and request one. An EPO may include the following conditions:

- Order the involved person, you, and the children, if involved, to have no physical or phone contact with each other;
- Order the involved person to stop assaulting you.
- Grant you the exclusive possession of your residence.

THE EMERGENCY PROTECTIVE ORDER IS IN EFFECT ONLY AFTER IT HAS BEEN SERVED ON THE INVOLVED PERSON. IT IS IN EFFECT FOR 72 HOURS AFTER BEING ISSUED.

If you need further protection beyond an EPO, you must appear before the Norfolk Juvenile and Domestic Relations (JDR) Court, located at 800 East City Hall Avenue, where you must fill out paperwork to file a Preliminary Protective Order petition.

Emergency Protective Orders will only be issued when the Juvenile Domestic Relations Court is **not** in session. All requests for a protective order during the hours that the Juvenile Relations Court is in session will be made through an intake officer (located in the JDR Court building at 800 E. City Hall)

Ave 3rd Floor) who will immediately take the matter in front of a judge for a Preliminary Protective Order (PPO) to be issued. A PPO lasts up to 15 days; it provides all of the protection of an EPO and may afford further safety provisions for the person requesting it.

OTHER COURT PETITIONS:

In addition to a protective order, if you are planning to separate from the involved person, you may file at court for:

- Custody of the children
- Child support
- Spousal support if married
- Exclusive use of the residence
- Alternative housing
- Other resources

For help filing petitions or other help, call a Military Family Advocate or the Norfolk Victim/Witness Assistance Program.

COURT

If a warrant has been issued and/or you have requested a Preliminary Protective Order, you will have to appear in court.

You may be contacted by the Commonwealth Attorney's Office and/or an advocate from the Victim/Witness Assistance Program who will assist you in prosecution. If you have questions regarding your case, call the Norfolk Commonwealth Attorney's Office at 664-4444 or Victim Witness at 664-4822

Proving your case will require testimony, evidence, and witnesses (if available).

ASSISTANCE FOR COURT APPEARANCE:

For additional assistance and support with the court process, do not hesitate to contact:

- **Coordinated Crisis Response Hotline**
251-0144

Norfolk Police Department
Special Crimes
Victim Information Form

It is the goal of the Norfolk Police Department Special Crimes Unit to work in partnership with local agencies to increase awareness of services available to victims of sexual assault to ensure equal access to law enforcement, government agencies, and community resources. By working in partnership it ensures that the rights of the victim are protected, the victim is provided immediate and direct support, and all victims are treated with dignity, respect, and sensitivity.

Norfolk Special Crimes Unit: 757-664-7033

Investigating Detective: _____
Name Office phone

Commonwealth Attorney's Office: 757-664-4444

Commonwealth Victim Witness: 757-664-4850

Victim Witness Director: Heather Fuss: 757-664-4822

The Victim/Witness Assistance Program in the Office of the Norfolk Commonwealth's Attorney helps to ensure the comprehensive representation of crime victims and witnesses in criminal cases. Advocates are assigned to the cases the office prosecutes and serve as liaisons between the prosecutors, victims, and witnesses as developments occur in cases.

YWCA Victim Centered Services

1. **24 hour Crisis Hotline: 757-226-9922**
2. **Victim Counseling: 757-963-7993 (M-F, 8 a.m.-4 p.m.)**
3. **Housing/Shelter: 757-625-4248 (M-F, 8 a.m.-4 p.m.)**
4. **Office Location: 500 Plume Street, Norfolk, VA**

YWCA provides victim centered services. Survivors of sexual violence are provided with options, referrals and support. All services are free and confidential.

CHKD Child Abuse Program (Victims 17 years of age or younger)

Phone: 757-668-6100

Website: <http://www.chkd.org/Our-Services/Specialty-Care-and-Programs/Child-Abuse-Program/>

Our mission is to identify and provide services for child victims of abuse and neglect in a safe, culturally competent, supportive environment while reducing secondary trauma. (Initial appointment will be scheduled by your Detective)

I have been advised by the investigating detective that I have the right to have an advocate present during my physical evidence collection exam, victim statement, and legal proceedings.

Victim/Guardian Witness Date

I have decided to accept _____ / decline _____ assistance at this time, and understand that I can and will receive assistance at any time as I determine the assistance is needed.